



POLICY DIRECTIVE

Policy:	DOC 4.1.4 INDIGENT INMATE STATUS
Effective Date:	11/29/1999 Page 1 of 2
Revision Date(s):	10/18/2005; 01/18/2006; 12/15/2008; 04/24/2026
Signature/Title:	/s/ Eric Strauss, Director

I. POLICY

Department adult secure facilities will assist inmates who are unable to provide for their personal hygiene or legal materials.

II. APPLICABILITY

Department and contracted adult secure facilities.

III. DEFINITIONS (see Glossary)

IV. REQUIREMENTS

A. Method of Applying for Indigent Status

1. To request an indigent package, the inmate must:
 - a. use the *Indigent Status Request* form to request an indigent package;
 - b. submit the request to the facility resident account representative by the second day of the month; and
 - c. apply only once per calendar month.
2. Accounting will verify the inmate's financial status and:
 - a. approve the inmate's request for an indigent package; or
 - b. deny the inmate's request if the inmate:
 - 1) has received or spent \$15 or more in the previous month; or
 - 2) had \$15 or more on account at the end of the previous month; or
 - 3) has \$15 on account at the time of verification.
3. Upon being approved for indigent status, an inmate will receive an indigent package.
4. To continue to receive assistance, the indigent inmate must reapply each month.

B. Processing the Request

1. The facility resident account representative must ensure that all inmate requests for indigent status are expediently forwarded to accounting for verification of inmate account activity.
2. The accounting supervisor will review requests for approval or denial.
3. A list with inmate name and number will be provided to "Inmate Accounts" and to the housing unit staff each month of all inmates on indigent status.
4. Housing unit staff will distribute the indigent packages. Package contents may vary depending on security custody levels and each facility's requirements.

C. Reception Inmates

1. Reception personnel will provide indigent reception inmates with basic hygiene materials.
2. Upon leaving the reception unit, inmates may apply for indigent status according to IV.A above.

V. CLOSING

Questions about this policy should be directed to the facility administrator.

VI. REFERENCES

- A. 4-4342; *ACA Standards for Adult Correctional Institutions, 4th Edition*
- B. *DOC 4.4.1 Inmate Hygiene, Clothing, and Linen; DOC 3.3.6 Inmate Mail in Secure Facilities*

VII. FORM

Indigent Status Request